

# REQUEST FOR SPECIAL MAILING/MESSENGER

**INSTRUCTIONS:** Complete all information requested below, retain the pink copy for your records. Attach form and labels (2 labels required for overnight packages) to item being sent. For pick-up of large items call shipping and receiving on extension 2395; if you prefer, small items may be hand delivered to the Service Desk at 120 Park, Level-C or placed in your out box for pick-up by the mail clerks. For messenger service please bring the items to the lobby messenger room. When filling out this form, please indicate in the column marked "CODE SELECTION" your numeric choice for each field on the form. For example, if you work for USA Sales, under code selection column you would indicate your division number as 2 and department number as 201. If your package requires next day delivery by 10:30 A.M., you would indicate the service requested as 22. If you have any questions, please contact the supervisor of shipping and receiving on extension 2398.

**NAME:** Joe Czarnecki

**DATE:** 11/5/98

**EXTENSION:** 2806

**DIVISION:**

1-PM Management Corp.

2-USA

**CODE SELECTION**

**DIVISION** # 2

**DEPARTMENT:**

101-Controller      108-Tax  
102-HQ ICS      109-Audit  
103-General Counsel      110-Treasurer  
104-Public Affairs      111-Pension  
105-Planning      112-HQ Services  
106-Personnel      113-Travel  
107-Executive      114-PMMC

201-Sales  
202-Marketing  
203-Operations  
204-Corp. Affairs  
205-Finance  
206-Personnel  
207-Executive

**DEPT** # 202

**TYPE OF SERVICE:**

**NOTE: ON FRIDAY, UNLESS SPECIFIED, OVERNIGHT DELIVERY WILL BE MADE ON MONDAY**

**SERVICE** # 23

COURIER (AIR)

Prices shown for 1 lb package  
22-Overnight by 10:30 \$6.75  
23-Overnight by 12:00 noon \$5.00  
24-Saturday delivery by 5:00 pm \$10.00  
25-Second Day \$3.50

MESSENGER (LOCAL)

29-Regular 3 hours \$5.20  
30-Rush 2 hours \$9.00  
31-Trucking\*\* (Base \$15.50)  
\*\*Price depends on weight and destination

**INSURED  
VALUE:**

UPS/RPS (GROUND)

Prices shown for 1 lb\* package  
26-Regular  
Residential \$2.35  
Business \$2.95  
\*Price may vary depending on zip code

U.S. POSTAL SERVICE

Prices shown for 1 ounce envelope  
32-Priority Mail \$2.90 up to 2 lbs.  
33-Certified Mail \$1.29  
34-Int'l. Registered Mail \$4.90  
35-Express Mail \$9.95  
36-Certified Return Receipt \$2.29  
37-Int'l. Registered Return Receipt \$5.90  
38-Express Return Receipt \$10.95  
39-Int'l Express Mail-Starting at \$11.50  
40-Int'l Mail (Small package under 4lbs.)

**FOR  
S&R  
USE  
ONLY**

**WEIGHT:**

**SHIP TO:**

Mercy Alvarez

**NAME**

Cardenas and Associates

**C/O**

1221 Brickell Avenue - Ste 1700

**ADDRESS**

Miami

FL

33131

305-358-8858

**CITY**

**STATE**

**ZIP CODE**

**TELEPHONE #**

FORM #3251A PM INC. REV. 3/93 #ed Forms

Distribution:

White-Shipping

Yellow-Shipping

Pink-Requestor.

2070952230